

Expanded Resource Quantity Options

Updated: January 6, 2017

In our release on December 21, 2016, we expanded our options for resource quantities.

Previously, when you entered a quantity for a resource item, there was one field for that quantity. For most resources, this was sufficient. For others, though, having an additional multiplier field would allow you to better represent the resources that are needed. Some examples:

- For labor, you are charging per person per hour, e.g. 3 parking attendants for 8 hours. In the past, you would have had to enter a quantity of 24 hours.
- For equipment, if you charge per item per day, you can now show those charges explicitly. For a two-day event, you can enter 30 tables for 2 days.

With this change, you are better able to represent both resource usage and their associated charges.

You can see this in action on the Resource Usage page of this event:

Sally and Jerry Wedding
+Add +Edit Printer-friendly Copy Resources...

Invoice	Item	Count	Used Qty.	Price	Subtotal	Comment
Q Rental/Ballrooms	Ballroom A		2 day	\$5,000.00	\$10,000.00	
					\$10,000.00	Subtotal
					\$500.00	Tax
					\$10,500.00	Ballrooms Total
Q Food and Beverage/Meals	Steak Dinner		150 ea	\$7.00	\$1,050.00	
	Chicken Dinner		70 ea	\$6.00	\$420.00	
					\$1,470.00	Subtotal
					\$1,470.00	Meals Total
Q Furniture/Tables	30" x 4' banquet table	10	x 2 day	\$15.00	\$300.00	
	30" x 8' banquet table	30	x 2 day	\$18.00	\$1,080.00	
					\$1,380.00	Subtotal
					\$1,380.00	Tables Total
Q Labor/Security	Parking Attendant	3	x 8 hr	\$20.00	\$480.00	
					\$480.00	Subtotal
					\$480.00	Security Total
Totals:					\$13,330.00	Subtotal
					\$500.00	Tax
					\$13,830.00	Grand Total

In this example, you can see that you are using 10 four foot banquet tables and 30 eight foot banquet tables on each day of this two-day event. As you are charging per item per day, the client will be charged a total quantity of 20 four foot tables and 60 eight foot tables. The client will also be charged for 24 hours of parking attendants, and you know that you will need three people for the day.

Count vs Used Quantity

It is important to understand that this change does not allow you to have two **units** associated with a single line item of resource on an event. It simply gives you a way to add a multiplier to your base unit. Note in the screenshot above: *used quantity* has a unit, *count* does not.

So which number do I put in *count* and which number do I put in *used quantity*? To figure that out, the first question to ask is "What unit do I wish to have associated with this item?"

Let's take a look at our parking attendants in the example above. The unit is hour, because we are charging for the total number of hours worked; the hours just happen to be split among three people. So the number of hours each person will be needed is entered in *used quantity* and the number of people in *count*.

In contrast, the number of tables above were entered in *count* and the number of days in *used quantity*. On reports, forms, and invoices the unit will show as day. We would recommend that instead a unit of *each* is used - this client is being charged for the use of 20 four foot tables, they just happen to be the same 10 tables used on two days.

It is also important to note that no matter where you put your amounts, the math will work out the same!

How do I start using this?

If you are already using the Resource module, you are good to go! This was a change to the resource module, so it has automatically been applied to your account.

If you are adding new resources to an event, you will go to the usage page and click *add* as you normally would. In the pop-up, select your resources. Enter your *used quantity* - the number associated with the unit. In the example below, I need my custodians to do eight hour shifts, so I've entered eight. Click *add* when you've selected all your resources.

The screenshot shows a dialog box titled "Inventory Search" with a search bar containing "Labor". Below the search bar is a table with columns: Item, Quantity, Unit, Our Cost, Price, and Availability. The table lists several labor resources, with "Custodian" selected and its quantity set to 8.

Item	Quantity	Unit	Our Cost	Price	Availability
Labor/Cleaning					
<input checked="" type="checkbox"/> Custodian	8	hr	10	15	
<input type="checkbox"/> Custodian		ea	0	0	
Labor/Cleaning					
<input type="checkbox"/> Custodian Overtime		hr	0	0	
Labor/Security					
<input type="checkbox"/> Parking Attendant		hr	0	0	
<input type="checkbox"/> Supervisor		hr	0	25	

At the bottom right of the dialog box are "Add" and "Cancel" buttons.

On the usage page click *Edit*. You will now have access to the *count* field. I now can enter a 2 in the *count* column to show that I need two custodians.

Sally and Jerry Wedding

Save Cancel

Invoice	Rank	Item	Count	Used Qty.	Price	Subtotal	Cor
Q Rental/Ballrooms							
	0	Ballroom A		x 2 day	\$5,000.00	\$10,000.00	
						\$10,000.00	Sut
						\$500.00	Tax
						\$10,500.00	Bal
Q Food and Beverage/Meals							
	0	Steak Dinner		x 150 ea	\$7.00	\$1,050.00	
	0	Chicken Dinner		x 70 ea	\$6.00	\$420.00	
						\$1,470.00	Sut
						\$1,470.00	Me
Q Furniture/Tables							
	0	30" x 4' banquet table	10	x 2 day	\$15.00	\$300.00	
	0	30" x 8' banquet table	30	x 2 day	\$18.00	\$1,080.00	
						\$1,380.00	Sut
						\$1,380.00	Tab
Q Labor/Cleaning							
	0	Custodian	2	x 8 hr	\$15.00	\$120.00	
						\$120.00	Sut
						\$120.00	Cle
Q Labor/Security							
	0	Parking Attendant	3	x 8 hr	\$20.00	\$480.00	
						\$480.00	Sut
						\$480.00	Sec

Click *Save*. Your count will be saved and the subtotals will update to reflect the change.

Sally and Jerry Wedding

+Add +Edit  Printer-friendly [Copy Resources...](#)

Invoice	Item	Count	Used Qty.	Price	Subtotal	Comment
Q Rental/Ballrooms						
	<u>Ballroom A</u>		2 day	\$5,000.00	\$10,000.00	
					\$10,000.00	Subtotal
					\$500.00	Tax
					\$10,500.00	Ballrooms Total
Q Food and Beverage/Meals						
	<u>Steak Dinner</u>		150 ea	\$7.00	\$1,050.00	
	<u>Chicken Dinner</u>		70 ea	\$6.00	\$420.00	
					\$1,470.00	Subtotal
					\$1,470.00	Meals Total
Q Furniture/Tables						
	<u>30" x 4' banquet table</u>	10 x	2 day	\$15.00	\$300.00	
	<u>30" x 8' banquet table</u>	30 x	2 day	\$18.00	\$1,080.00	
					\$1,380.00	Subtotal
					\$1,380.00	Tables Total
Q Labor/Cleaning						
	<u>Custodian</u>	2 x	8 hr	\$15.00	\$240.00	
					\$240.00	Subtotal
					\$240.00	Cleaning Total
Q Labor/Security						
	<u>Parking Attendant</u>	3 x	8 hr	\$20.00	\$480.00	
					\$480.00	Subtotal
					\$480.00	Security Total
Totals:					\$13,570.00	Subtotal

If you would like to update an existing event with resources that have already been applied, go to the event's usage page and click *Edit*. You may then update the divide the amount in the *used quantity* column into between *count* and *used quantity* and save.

Using our custodians as an example, prior to the release I would have entered 16 as the used quantity. I can now edit that item to be 2 count x 8 hours. Because 2x8 equals 16, the pricing is not affected and any quotes or contracts sent based on the resource usage will still be accurate.

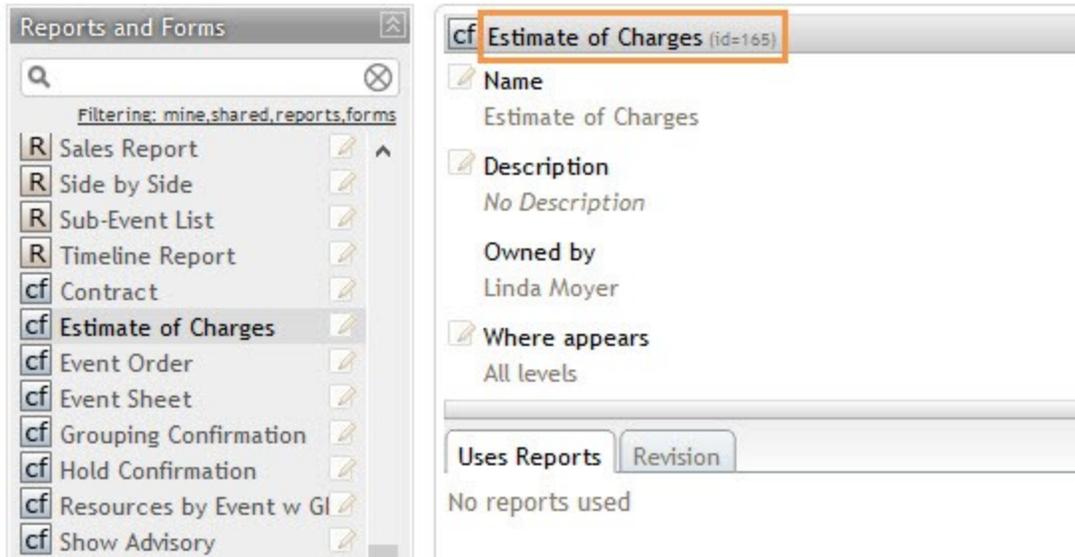
Reports, Custom Forms, and Invoicing

The invoicing module uses standard templates. The invoicing module and templates have been updated and will include count information:

Resources					
Allocations Adjustments Revisions Audit					
Add Resources Remove Resources					
<input checked="" type="checkbox"/>	SET	CATEGORY	RESOURCE	EVENT	USED QTY.
<input type="checkbox"/>	Food and Beverage	Meals	Steak Dinner	Sally and Jerry Wedding	150 ea
<input type="checkbox"/>	Food and Beverage	Meals	Chicken Dinner	Sally and Jerry Wedding	70 ea
<input type="checkbox"/>	Rental	Ballrooms	Ballroom A	Sally and Jerry Wedding	2 day
<input type="checkbox"/>	Labor	Security	Parking Attendant	Sally and Jerry Wedding	24 hr [3 x 8 hr]
<input type="checkbox"/>	Labor	Cleaning	Custodian	Sally and Jerry Wedding	16 hr [2 x 8 hr]
<input type="checkbox"/>	Furniture	Tables	30" x 4' banquet table	Sally and Jerry Wedding	20 day [10 x 2 day]
<input type="checkbox"/>	Furniture	Tables	30" x 8' banquet table	Sally and Jerry Wedding	60 day [30 x 2 day]

Description		Qty	Price	Subtotal
Rental/Ballrooms				
Ballroom A	10-901	2 day	\$5,000.00	\$10,000.00
Food and Beverage/Meals				
Chicken Dinner	11-001	70 ea	\$6.00	\$420.00
Steak Dinner	11-001	150 ea	\$7.00	\$1,050.00
Furniture/Tables				
30" x 4' banquet table	15-001	10 x 2 day	\$15.00	\$300.00
30" x 8' banquet table	15-001	30 x 2 day	\$18.00	\$1,080.00
Labor/Cleaning				
Custodian		2 x 8 hr	\$15.00	\$240.00
Labor/Security				
Parking Attendant		3 x 8 hr	\$20.00	\$480.00
			Totals:	\$13,570.00
			Discounts:	\$0.00
			Taxes:	\$500.00
			Service Charges:	\$0.00
			Grand Total:	\$14,070.00
			Amount Due:	\$14,070.00

Your reports and custom forms are custom-built and will have to be updated to include the new count field if you wish to use it. Please contact us at support@eventbooking.com or 865-966-4900 with the exact name of the report or form to be updated. If you can include the ID number, that would be very helpful! You can find that for either reports or forms by going to Reports > Overview and selecting the report or form from the list on the left. The ID number will be in the gray title bar of the events section, similar to on the event details page:

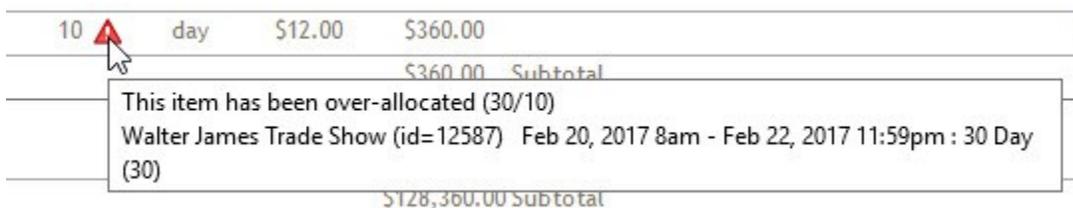


Stock Alerts

When EB checks for available stock, it will be using the multiplied quantity (count x used quantity).



In the example above, the venue has 10 tables, but the system "sees" the event as using 30, so we have an alert. If you hover over the red triangle, you are able to see that 30 out of 10 tables are being used, and this is the only event that is using the tables - so you will have enough tables.



If you are using stock alerts and plan on using the *count* for limited durable items with stock counts, we'd love to hear how you would use these features in combination. Please contact us!

If you need additional inventory units added, would like to discuss strategy for different resources, or have any other questions, please don't hesitate to contact us at 865-966-4900 or support@eventbooking.com.